King County	Department of Adult and Juvenile Detention Adult Divisions General Policy Manual	
	Chapter 5 Intake, Transfer and Release	
5.02.001, Amending Court Charges	Approved By:	Director Allen Nance
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	Reviewed By:	PRC, ITR Captain
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Purpose
It is the policy of the department to accurately reflect the charge information and any changes to that information for all charges booked into department facilities.

Policy
Booking, Release and Commitments Officers shall update charge information to reflect status changes stemming from court orders.

A. General Guidelines

1. Amended charge or commitment information can be received in ways that include but are not limited to:
   a. Court transport officers.
   b. Documents scanned into the Department of Judicial Administration by the King County Superior Court Clerk's Office.
   c. The King County Prosecuting Attorney's Office.
   d. Documents scanned and emailed directly from the court.
   e. Documents printed from the Electronic Court Records (ECR).
2. Officers will change entries in JMS to accurately reflect the amended information, to include:
   a. Updating the RCW or Municipal Code reference to accurately reflect the amended charging information.
   b. Updating the bail amount.